

**2007 Legacy Hall  
Reservation Agreement  
Policies and Procedures**

1. The Applicant/User is responsible for enforcing law and order or hiring at the Applicant/User's own expense a James City County Police Officer to do so during the event period.
2. The Applicant/User must comply with all smoking, fire, alcoholic beverage, noise and other lawful regulations.
3. No pets or animals (except service dogs) are permitted in the facility.
4. The Applicant/User is responsible for removal of all personal articles including leftover food, beverage containers and decorations.
5. Open air consumption of alcohol is prohibited on the West Terrace. Alcohol may be consumed within walled tented enclosures erected on the West Terrace, provided the required ABC License has been secured and is properly posted.
6. Amplified sound systems may be used, but must be held to the minimum volume necessary to address only those in attendance, and must not disturb surrounding residential areas. Amplified music shall only be played inside the building and should not be heard outside the building after 10 p.m.
7. All vehicles must be parked in designated parking areas only.
8. The Applicant/User agrees to pay for all damages to the facility, grounds and property, and for any other charges that may be incurred.

## Attachment A

### Reservation Agreement

#### 2007 LEGACY HALL

4301 New Town Avenue  
Williamsburg, Virginia 23188  
(757) 259-5410

This **Reservation Agreement**, along with a \$25 processing fee, a security deposit and the Insurance Acknowledgement form must be completed to reserve 2007 Legacy Hall. The forms and fees should be mailed or delivered to James City County Parks and Recreation, 5300 Palmer Lane, Suite 1A, Williamsburg, Virginia 23188. Please make checks payable to ***Treasurer, James City County***.

Reservations for 2007 Legacy Hall are accepted up to one year in advance of the event date, but no later than two weeks in advance of the event date. The Applicant/User must read and agree to abide by the **2007 Legacy Hall Policies and Procedures**.

The Applicant/User signing the Reservation Agreement **must be at least 21 years old** and must accept the responsibility for use of 2007 Legacy Hall during the date and time agreed.

### Applicant/User Information

1. Applicant/User Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City/State/Zip Code: \_\_\_\_\_
4. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
5. Name of Organization (if applicable): \_\_\_\_\_
6. Non-Profit Organization? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Date of Event: \_\_\_\_\_

**(Note: 2007 Legacy Hall is not available on James City County observed holidays)**

**Program Information**

Today's Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date of Event: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time In: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Time Out: \_\_\_\_\_

Description of Proposed Activity: \_\_\_\_\_

Total Number of Expected Participants: \_\_\_\_\_

**Note: Building occupancy is limited to 299 by James City County Fire Code.**

Will food be provided? Yes \_\_\_ No \_\_\_ Will alcohol be available? Yes \_\_\_ No \_\_\_

**If the answer to either of these questions is "Yes," a Food and Beverage Agreement must be completed.**

Will a Caterer be used? Yes \_\_\_ No \_\_\_ Name of Catering Company \_\_\_\_\_

Will a Tent be used? Yes \_\_\_ No \_\_\_ (If "Yes," complete Tent &amp; Rental Information form.)

Specific Needs Requested for 2007 Legacy Hall:

- |  |  |
|--|--|
| <input type="checkbox"/> Large Room                    | <input type="checkbox"/> Small Room  |
| <input type="checkbox"/> Kitchen                       | <input type="checkbox"/> Patio (West Terrace)  |
| <input type="checkbox"/> Projection Screen (included!) | <input type="checkbox"/> Public Address System/Lectern (included!)                         |
| <input type="checkbox"/> Tables/Chairs (included!)     | <input type="checkbox"/> Set up Services (Included!)<br>(James City County equipment only) |

Will rental equipment or furniture be used for the event? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Rental Company: \_\_\_\_\_

Address of Rental Company: \_\_\_\_\_

Names of Rental Contact(s): \_\_\_\_\_

Rental Contact(s) Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*It is the responsibility of the Applicant/User to ensure the delivery and removal of rental equipment, set up, decorating, breakdown and clean up are accomplished within the time period reserved by the Applicant/User on the Reservation Agreement. Additional access to 2007 Legacy Hall not specified in the Reservation Agreement will be deducted from the security deposit at the hourly rate.*

## Insurance Acknowledgement Form

**A CERTIFICATE OF INSURANCE for General Liability covering the event with James City County named as an additional insured is required. (See Insurance in Section G, Items 1 and 2.) The Certificate of Insurance must be provided to James City County Parks and Recreation at least 30 days before the event.**

Please carefully read the following statement before signing:

I have read and understood the **2007 Legacy Hall Policies and Procedures** governing the use of 2007 Legacy Hall and understand the refund of my security deposit is conditioned upon my adherence to these policies and procedures. I agree to indemnify and hold harmless James City County, its agents and employees from liability for any and all liability or damages resulting from use of the property.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant/User Signature: \_\_\_\_\_

Title: \_\_\_\_\_

### **\*FOR OFFICIAL USE ONLY\***

Date Application Received: \_\_\_\_\_

Security/Damage Deposit Received: \_\_\_\_\_

Classification:      ☐ Government                      ☐ Non Profit Association

☐ James City County Resident      ☐ Non-Resident

☐ For Profit Business

☐ Certificate of Insurance is required

User Fee: \$\_\_\_\_\_ User Fee Due Date\_\_\_\_\_

Comments:

Application is APPROVED

DENIED

Signature\_\_\_\_\_ Date\_\_\_\_\_